# CHULMLEIGH PARISH COUNCIL

**Minutes of Chulmleigh Parish Council Meeting held on Wednesday 3 July 2019, in the Town Hall at 7pm.**

| **Chaired by: Councillor S Phillips** | **Clerked by: Sue Squire** |
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| **Present: Councillors**<br><br>**Mrs S Croft**<br>**P Gravell**<br>**H Meadows**<br>**S Moyse**<br>**Mrs D Phillips**<br>**E Phillips**<br>**S Phillips**<br><br>**County Councillor R Edgell** until Minute No. 32<br><br>**District Councillor K Davies**<br><br>**2 members of the public** | **Agenda: -**<br>Public session to include any School Council Report<br>To approve apologies for absence<br>Reports<br>Code of Conduct<br>To approve the Minutes of the Parish Council meeting held on 5 June 2019<br>Matters arising from the Minutes<br>Planning Matters<br>Finance Matters<br>Correspondence / Notices & Publications Received<br>Items raised by the Chairman<br>Items for future Agendas<br>Date of next meeting |

| | | **Action:** |
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| 29. | **Public Session to include any School Council Report.**<br>**29.1 Email regarding an incident outside Chulmleigh Community College and a call for a second pedestrian crossing and general observations about speeding.**<br>The parishioner noted an increase in the population having an impact on people using the School. Representations regarding speeding had been made to DCC with a disappointing reply.<br><br>Councillor S Phillips informed that Highways had been made aware of the situation and the Parish Council was trying to work with the School for a form of crossing using South Molton as an example, with a request for the now redundant flashing lights at Newton St Cyres due to the School being in a different location. There had been communication between the School and others who park cars in the area with a limited amount of success in achieving the objective.<br>It was known that the School had spoken to parents and additional signage is being organised.<br>The resident will continue to make written representations to DCC and the Parish Council to follow up.<br><br>District Councillor Davies mentioned the Petition from the residents of Leigh Road regarding speeding and was informed that a traffic survey was conducted before the Ladywell Meadows development was built which identified difficulties which were not addressed.<br><br>**29.2 Question regarding Stage 2 of the Ladywell Meadows development.**<br>The parishioner was concerned that a protected oak tree had been felled.<br>Councillor S Phillips to meet the parishioner on site to discuss further.<br><br>It was advised there was mounding up on another tree at the development site. If this is causing a problem, Devonshire Homes can be requested to reinstate the area and the situation would be checked on the site visit. | |
| 30. | **To approve Apologies for Absence.** Councillor Mrs K Pincombe. | |
| 31. | **To receive the following Reports:**<br>▪ **Police.** No report received.<br><br>▪ **County Councillor R Edgell.** | |

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| | The Parish Council's application for funding towards the restoration of Davy Park wall was being processed. It was noted the funding application for the same project from District Councillor Davies' allocation had been successful.<br>County Councillor Edgell was willing to assist with front end funding for the Pavilion proposals.<br><br>No response from the Community College had been received in connection with Minute no. 29.1.<br><br>There were other funding streams: Doing What Matters pays 75% if 25% of the costs are in hand and Making the Connection, no match funding required up to a maximum of £300.<br><br>Councillor Edgell encouraged people to continue reporting potholes. He was asked to press for resurfacing a section of the A377.<br><br>Representations had been received about a road closure in Cricket Close as a result of scaffolding for a property to be re-thatched. There was concern that emergency vehicles would not easily be able to access Cricket Close.<br>The road closure had not been advised to the Parish Council and it was noted the scaffolder would be responsible for requesting this.<br><br>▪ **District Councillor K Davies** would like to be kept informed regarding the Section 106 Priorities of the Community enquiry from North Devon Council to endorse the community survey recently undertaken.<br><br>▪ **Environment Committee.**<br>Flower tubs around the village had been planted and signs cleaned. Thanks were expressed to members of the Committee for their work.<br>Councillor Mrs Croft requested the Clerk to report damage to the Chulmleigh sign near Bonds Farm and had been advised that it is not classed as a 'safety defect' as the sign is informational not mandatory. Due to this it may be some time before this is dealt with.<br><br>▪ **Playing Field – Councillor H Meadows.**<br>The car park had been extended and the dog exercise area was completed.<br>Plans were on track to replace the Hall floor during the Summer recess with materials being agreed.<br>The storage container on site had 3 years planning permission and was being upgraded to accommodate storage.<br>The youth group Phatfish will have its own dedicated space which is to be modified and improved with additional opening hours of a Saturday morning and another evening subject to sufficient volunteers. | PG to make more enquiries<br><br>Clerk to reply that the sign is about to fall down * ask if the struts could be replaced. |
| 32. | **Code of Conduct.**<br>**32.1 To consider any Councillor Dispensation requests.**<br>- **Councillor Moyse declared an interest in Minute No. 35.4. Enforcement 11137.**<br><br>**32.2 Declarations of Interest not already declared in the Members' Register of Interests**<br>(Members should leave for any item under discussion where they have a Prejudicial Interest without Dispensation).<br>- **Councillor Mrs Croft declared a Prejudicial Interest in Minute No. 36.1.10. Reimbursement cheque for plants, compost and flower tub.** | |
| 33. | **To approve the Minutes of the Parish Council Meeting held on 5 June 2019.**<br>**Proposed by Councillor Gravell to approve and sign as a correct record after the following amendments were noted:**<br>⇒ **Minute No. 27.3.3. The correct amount of money donated for Chulmleigh Playing Fields Association to be able to apply for a grant from Coastal Recycling was £4,601, not £4,700 as originally advised.**<br>**Seconded by Councillor Meadows. Unanimously agreed.** | |

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| 34. | **Matters Arising from the Minutes:** | |
| 34.1 | **Road markings / parking outside Chulmleigh Community College.** Covered under Minute Nos. 29.1 and 30. | |
| 34.2 | **Section 106 Funding / Survey Analysis.**<br>It was noted that an e-card of thanks had been sent to Mrs Bushell for preparing an analysis of the Survey.<br><br>Leaders of different Clubs in Chulmleigh are to be invited to take part in the Survey due to a poor response from parishioners. The letter is to be sent the week commencing 8 July with a 2 week deadline date.<br><br>It is proposed to submit an application for £26,000 for the Adventure Play Area at the Playing Fields from the Section 106 funding for which the Parish Council had agreed. This is in addition to the £30,000 funding already received. | |
| 34.3 | **Community Defibrillator and further correspondence from Councillor Moyse regarding GoodSAM device** which had been forwarded to Councillors.<br>Councillor Moyse explained that the present equipment expires in September 2019 and requires replacement.<br>A quotation from South West Ambulance Service Trust had been received for £1,800 + VAT.<br>An alternative quotation from Heart Save had been received for £1,075 + VAT. This defibrillator had a better lifespan (4 years) and benefits and monitors CPR whereas the SWAST defibrillator does not. It also comes with a spare battery pack and pads. If it saves a life, the company will donate another piece of kit.<br><br>There had been a DART meeting which discussed the Fire Stations proposed for closure.<br>A review of co-responding is to be carried out with a major push to get increased numbers.<br>The DART vehicle can be used for Category 1 calls and there is a move to add Category 2 and 3 calls, with DART funding the co-responders and no cost to SWAST / Devon and Somerset Fire and Rescue Service.<br><br>Councillor Moyse spoke about a smart phone App, GoodSAM (International smartphone active medics). The Parish Council's support was requested not involving a financial contribution as any cost will be borne by DART and its Trustees.<br>A meeting is being planned for people to sign up for the App and benefit from first aid training. When registered the App identifies incidents based on a radius and gives details of the nearest defibrillator and can answer questions.<br>The meeting and sign up could have the spin off of forming a community responder group.<br>Q: What about network coverage.<br>A: The App picks up all networks. | To be on the August Agenda for a decision to be made.<br><br>To be on the August Agenda |
| 34.4 | **Defective speed sign at Leigh Road.** It was note that an assessment was due to be completed by 26/6/19. | Clerk to remind |
| 34.5 | **Modification Order to Bridleway No. 6.** Councillor Meadows confirmed the notice is displayed in the notice board.<br>Details of the Order had been sent to the landowner for information. | |
| 34.6 | **Community Priorities for Open Space.** It was noted that the Clerk had replied to North Devon Council advising that a community survey had been carried out, analysed and a new list would be provided in due course. | |
| 34.7 | **Request for signage at the top and bottom of South Molton Street.** It was noted that Highways had been requested to supply and fix these. | |
| 34.8 | **Petition for design and safety measures in Leigh Road.** The Petition was presented at a Section 106 meeting.<br>Councillor Meadows will circulate to Councillors for review ahead of the next meeting. | HM |
| 34.9 | **Wall at Davy Park.** It was noted that the Community Councillor Grant application in the sum of £250.00 from District Councillor K Davies' allocation had been successful. | |
| 34.10 | **Dog Exercise Area.** It was noted that the fencing had been completed.<br>An Invoice for the work in the sum of £6,115.20 of which £1,019.20 is VAT reclaimable, was dealt with under Minute No. 36.1.10. | |
| 34.11 | **Highlights Project in Chulmleigh.** Councillor Meadows advised there was not a big uptake and the same people attended as previously. The pilot, which is planned to run with 6 other communities, will stall unless there is a bigger attendance. | |

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| | Councillor Gravell attended the Connector Meeting and asked about an old peoples home for Chulmleigh. No defier could be given.<br>Councillor S Phillips asked what progress had been made in making people aware.<br>Councillor Meadows advised that 250 leaflets had been delivered and another 200 had been supplied.<br>Communities. | |
| 34.12 | **Davy Park.** In connection with the Community Councillor Grant of £100 submitted during the term of the last Council, North Devon Council Grants Department have extended the deadline for claiming the funding until October 2019 when it is anticipated that the work will have been completed.<br>The basic works had been agreed with the seating area to be finalised. | |
| 35. | **The following Planning Matters were considered: -**<br>**35.1 Planning List.** | Clerk |

| Planning Application Ref: | Type | Applicant | Description |
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| 66817 | Prior Notification | Mr & Mrs Barnes | **Agricultural Building Works for erection of agricultural storage shed for equipment & feed at land at Highlands Farm, Chulmleigh.**<br>**Proposed by Councillor Moyse to recommend approval. Seconded by Councillor E Phillips and agreed with one abstention.** |

**35.2 Planning Applications received after the publication of the Agenda.** None.

**35.3 Planning Correspondence.** There was no planning correspondence to consider.

**35.4 Enforcement.**

- **11137 – Trench south of Little Dart River.** The Enforcement Department had provided an update quoting three different Planning Applications.
  A site meeting with the Enforcement Officer to be requested due to the Parish Council not being consulted on two of the Applications and concern of confusion of the Application. The trench was for power lines to run from the gateway through the first field into the second field and were not large enough for drainage.

Clerk

- **11419 – Alleged unauthorised development – creation of an agricultural track at Leigh Farm, Leigh Road, Chulmleigh.** It was noted that a file has been opened and investigations being carried out by the Enforcement Department.

36. **The following Finance matters were considered:**

**36.1 The following payments were agreed and authorised. Proposed by Councillor Mrs D Phillips, seconded by Councillor Moyse and agreed.**
**Councillor Meadows abstained from voting and Councillor Mrs Croft declared a Prejudicial Interest.**

Clerk

| Item No. | Cheque No. | Payee | Description | Amount |
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| 36.1.1 | 3325 | Chulmleigh Town Hall Committee | Hire of Hall for meeting on 5/6/19 | £12.00 |
| 36.1.2 | 3326 | HMRC | PAYE | £39.80 |
| 36.1.3<br>36.1.4<br>36.1.5 | 3327<br>3328<br>3329 | Payroll | | £581.95<br>£432.64<br>£78.40 |
| 36.1.6 | | IDVerde | Weed spraying<br>*Additional weed spraying has been done.* | No invoice received |
| 36.1.7 | 3330 | Verdemat | Short Mat Bowls Trolley<br>*Cheque to be reissued as original not received.* | £984<br>*Revised amount* |
| 36.1.8 | 3331 | Chulmleigh Town Hall Committee | Contribution towards water rates | £27.22 |

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| 36.1.9 | 3332 | Mrs J Snooks | Internal audit fee | £200.00 |
| 36.1.10 | 3333 | Mrs S Croft | Reimbursement for plants, compost and one flower tub | £94.56 |
| 36.1.11 | 3334 | Mr C Weeks | Constructing fence for dog walking area | £6,115.20 |

**36.2 Grounds Maintenance previously covered by Mr M Martin.** Details were given of work / time as a result of a site walk with the potential new contractor, who had sent a copy of his Public Liability Certificate with confirmation that the hourly rate was £15.00.
**Proposed by Councillor E Phillips to accept this rate and for details of the work covering two half days a month for 4 hours each morning, to be agreed at the close of the meeting.**
**Seconded by Councillor Moyse. Unanimously agreed.**

August Agenda for remaining areas to be agreed

**36.3 Dog Bin Contract with North Devon Council.** It was noted that the contract had been returned to North Devon Council which will commence 1/7/19 at a cost of £2 per bin, not £2.50 as thought.
The Parish Council will be invoiced on a monthly basis.

**Proposed by Councillor E Phillips that an additional bin is purchased by the Parish Council and to be added to the North Devon Council contract, to be sited in the layby at Leigh Road close to the entrance of the Playing Fields. Seconded by Councillor Mrs Croft. Unanimously agreed.**

**Proposed by Councillor Mrs D Phillips that the Parish Council pay for emptying the additional bin. Seconded by Councillor Gravell. Unanimously agreed.**

**36.4 Bank Mandate.** It was noted that the addition of Mrs Squire as a signatory in order that the bank can deal with her in respect of queries was being progressed.

**36.5 Letters of thanks for donations received from:**
- **Chulmleigh Town Hall Committee**
- **Chulmleigh Playing Fields Association**

**36.6 Quarterly budgetary figures from April to June** were circulated and noted.

**36.7 2019 Audit.** The internal audit had been completed and details were given:
- **Governance and Control.** Satisfactory. No issues.
- **Precept, Budgets and Reserves.** VAT should be reclaimed.
- **Staff Cost.** Satisfactory. No issues.
- **Payments including Bank.** Grants should not be approved for future Councils, i.e. approval for donations to North Devon Record Office for three years.
- **Insurance.** Satisfactory. No issues.
- **Fixed Assets.** Asset list to be expanded to identify the basis of valuation, acquisition date and location of Deeds if appropriate. Amendments were required to the accounts to resolve the treatment of written back cheques in line with external auditor's requirements (amended from last year but not advised to Parishes). Agreement was sought and received from the external auditor regarding these entries. The amendments have been agreed with the Clerk and the AGAR figures confirmed as correct.

The paperwork has been sent to PKF Littlejohn LLP In London for external audit.

37. **Correspondence / Notices & Publications Received.** Publications received were put in the circulation envelope.

**37.1 Northern Devon Healthcare NHS Trust.** Councillors had been circulated with a letter regarding hospital services in northern Devon.

**37.2 Devon & Somerset Fire & Rescue Service.** Councillors had been circulated with a letter regarding proposed closure of some fire stations in Devon. A three month public consultation is running from 1 July.

**37.3 Devon Highways.** Temporary road closure from 15 – 19 July for resurfacing. South Molton Road, Kings Nympton, Elston Cross to Toll House.

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| 38. | **Items raised by the Chairman.** None. | |
| 39. | **39.1 Items for future Agendas.** As identified from these minutes.<br><br>**39.2 To consider tabled items received following Agenda publication.** Covered within these minutes.<br><br>**39.3 Items raised by Councillors.**<br><br>⇒ **Councillor Mrs Pincombe.** In connection with announcing the National Lottery funding, she will suggest that a Parish Council Facebook, Instagram and Twitter account is set up which she has offered to manage. Deferred to the next meeting when it was hoped Councillor Mrs Pincombe would be present.<br><br>⇒ **Mrs Squire, Parish Clerk.** The January 2020 meeting will fall on Wednesday 1 January. It is suggested this is moved to Wednesday, 8 January 2020 at 3.30pm. Deferred for a decision to be made at the August meeting. | August Agenda<br><br>August Agenda |
| 40. | **Co-option to fill vacant seats on the Parish Council.**<br>This item was deferred at the June Meeting for discussion at the July Meeting when more Councillors would be present. The letters of application to be circulated to Councillors. | Letters to circulated to Councillors |
| 41. | **Date of next Meeting: Wednesday, 7 August 2019 in the Town Hall at 7pm.**<br><br>The meeting ended at 10.04pm. | |

**Summary of Decisions:**

- **Minutes of 5 June 2019**
- **Planning**
- **Payments**
- **Acceptance of £15 per hour from contractor for grounds maintenance**
- **Purchase of dog bin to be sited in layby on Leigh Road**
- **Parish Council to pay for dog bin on Leigh Road to be emptied and on the contract with the other bins in the Parish**

**These Minutes are agreed by those present as being a true record.**

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| Signed:<br>Chair of Chulmleigh Parish Council: | Date: |